

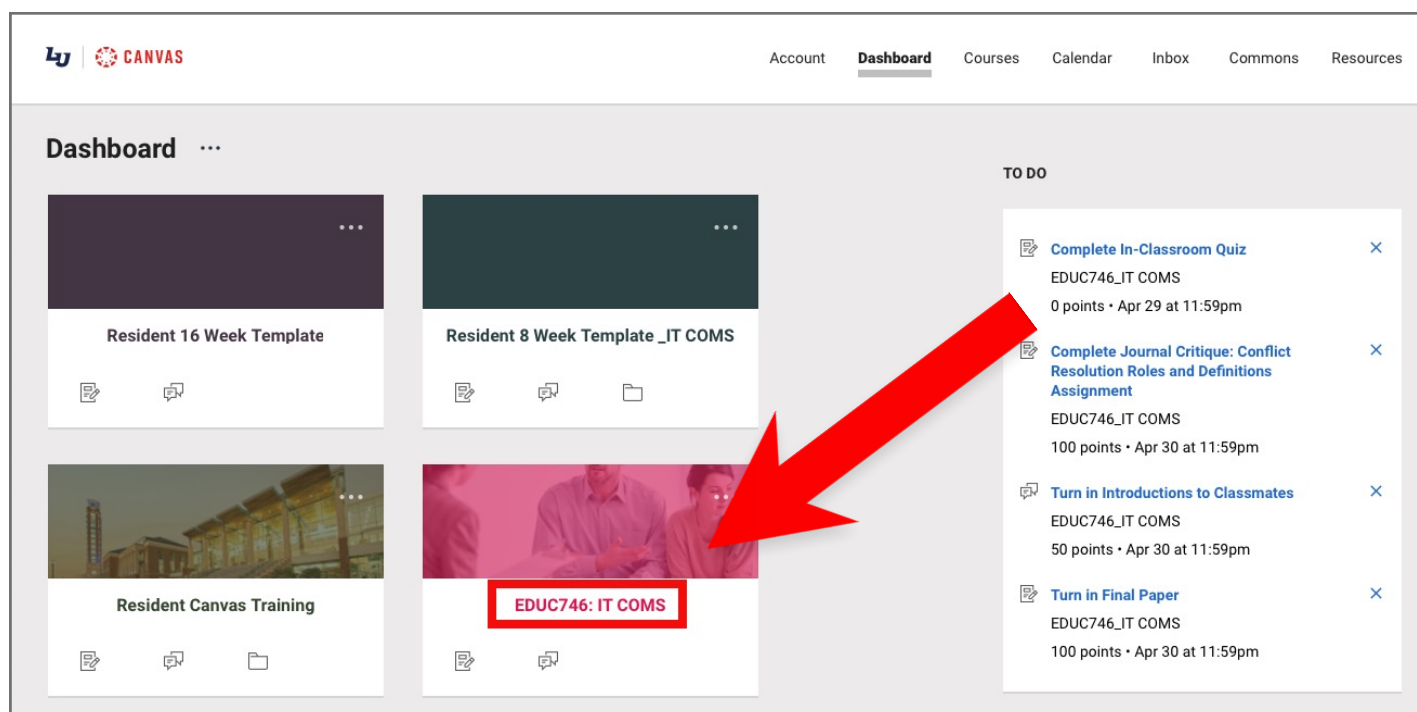
## Introduction



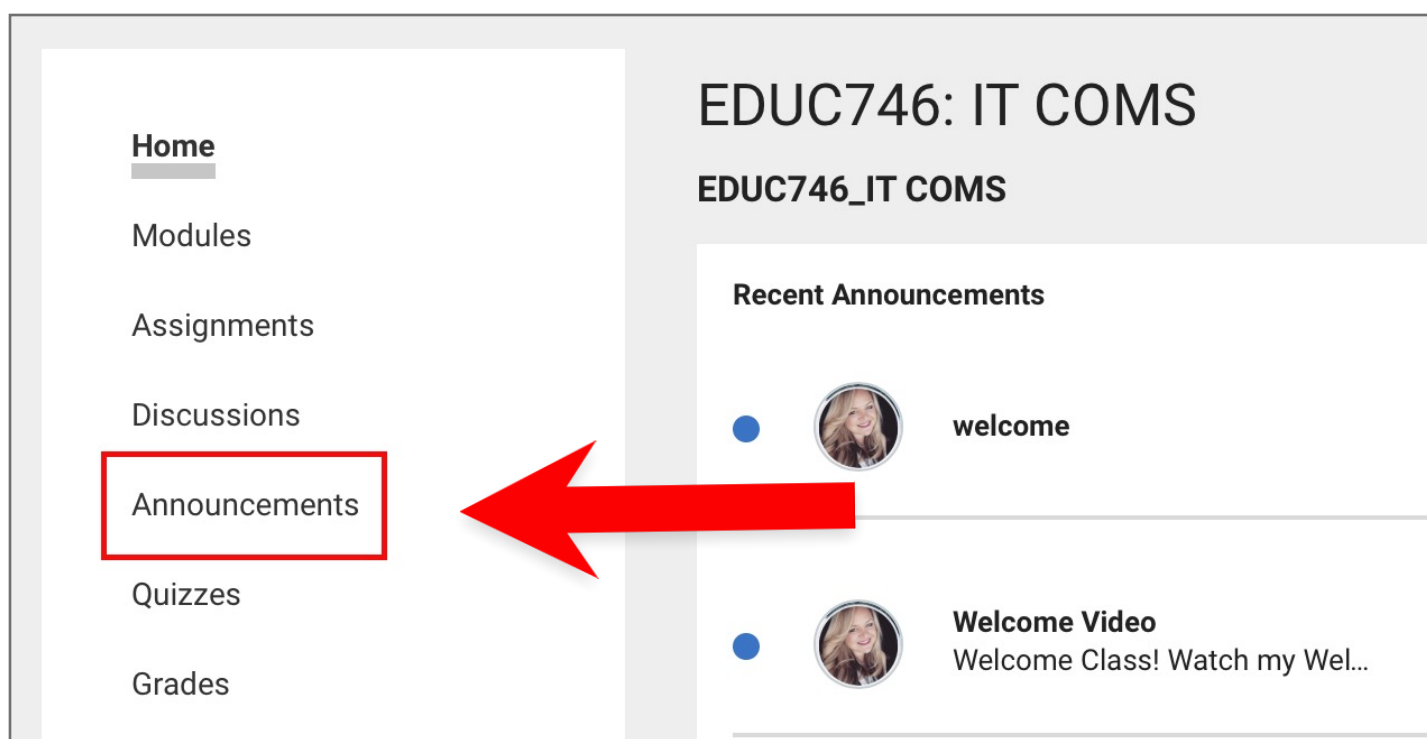
In this document, you will learn how to post an announcement in a Canvas course.

## Instructions

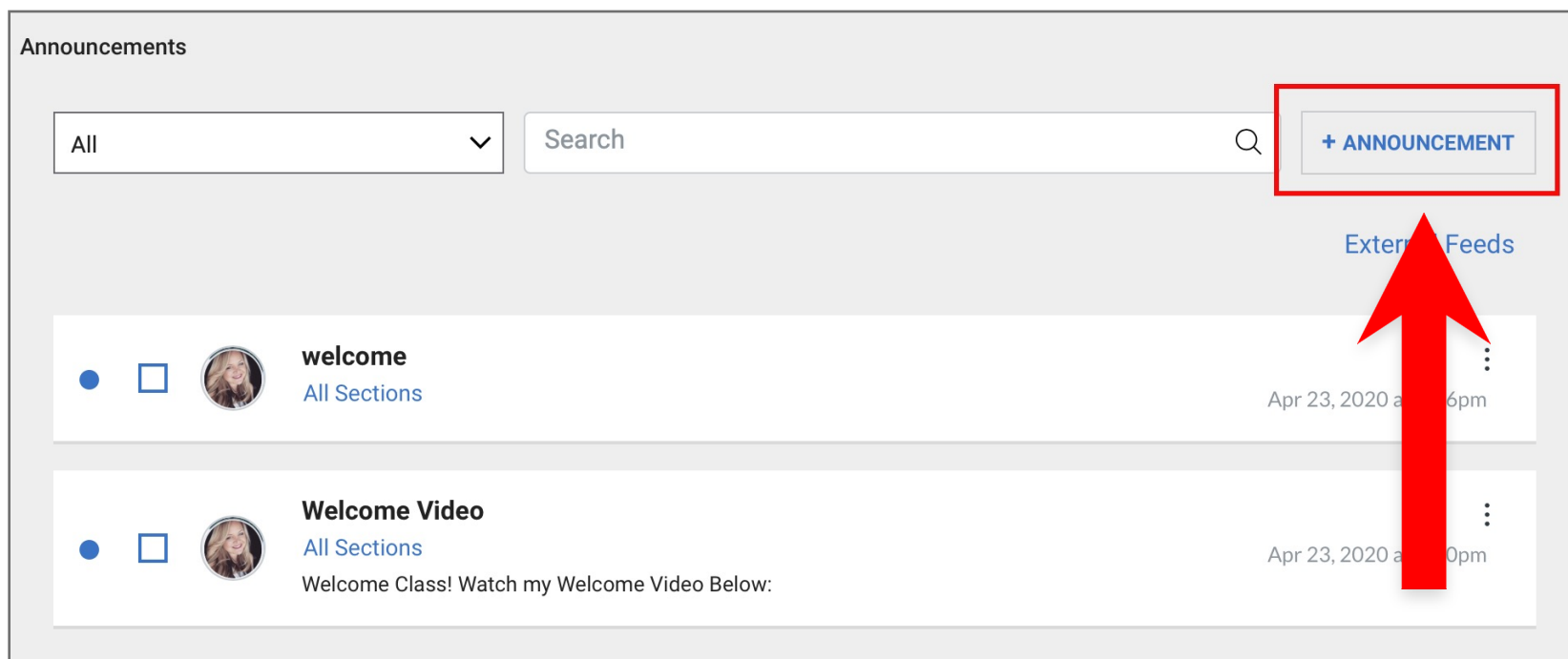
**Step 1:** To post announcements in Canvas, navigate to the course.



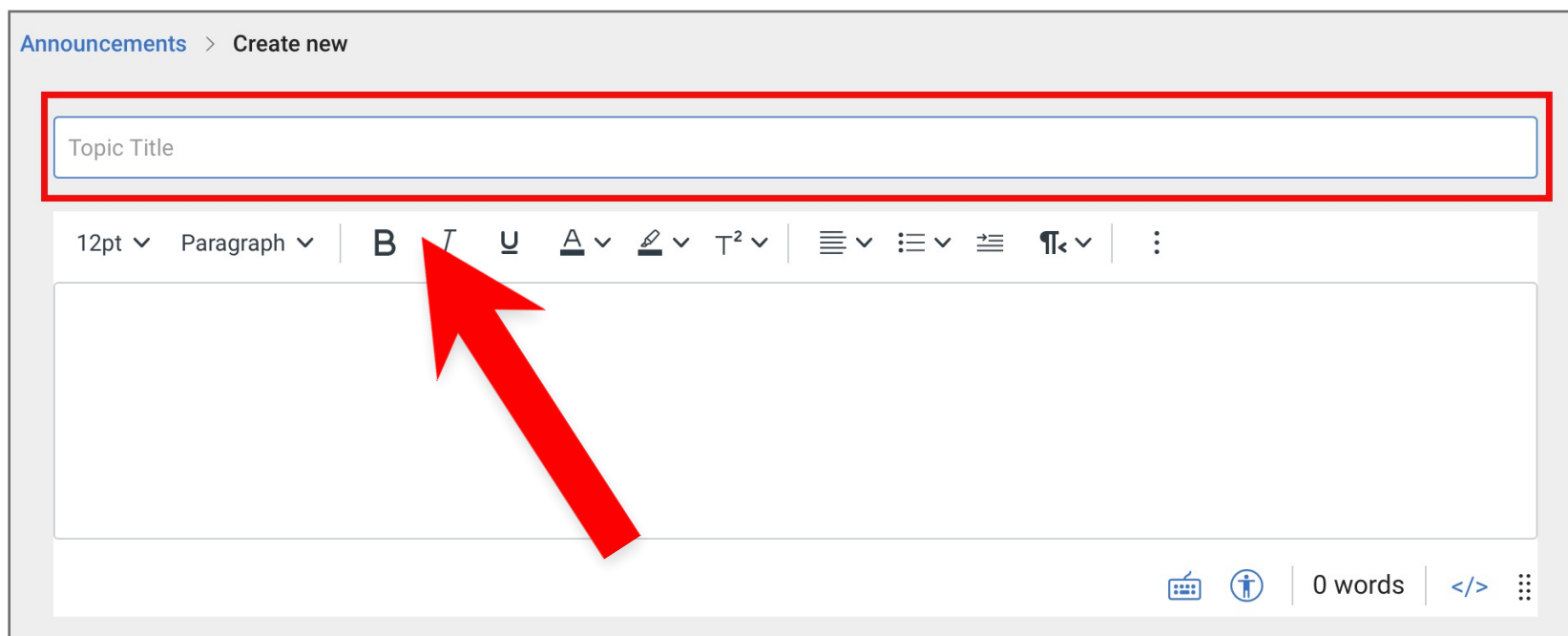
**Step 2:** Select “Announcements” from the course menu on the left.



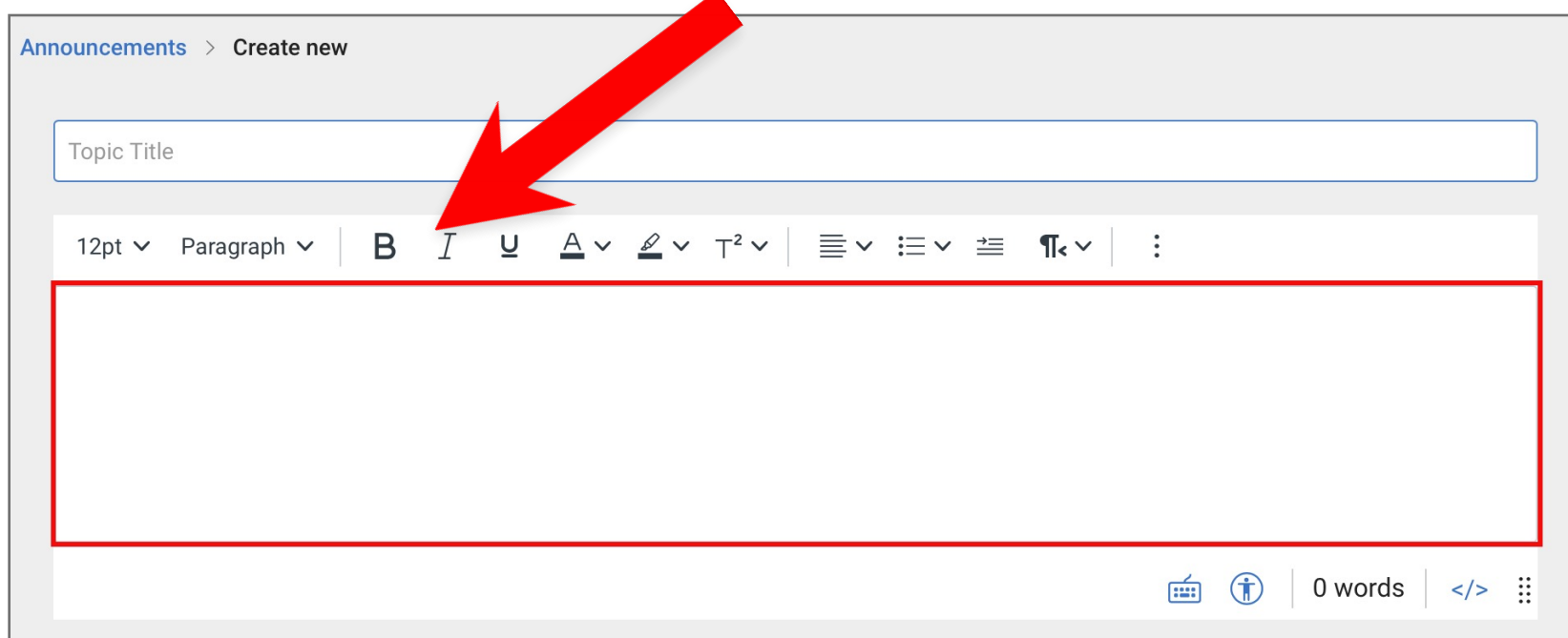
**Step 3:** On the Announcements page, click the “+ Announcement” button to create a new announcement.



**Step 4:** Add the Announcement Title.



**Step 5:** Input the desired text for your Announcement.

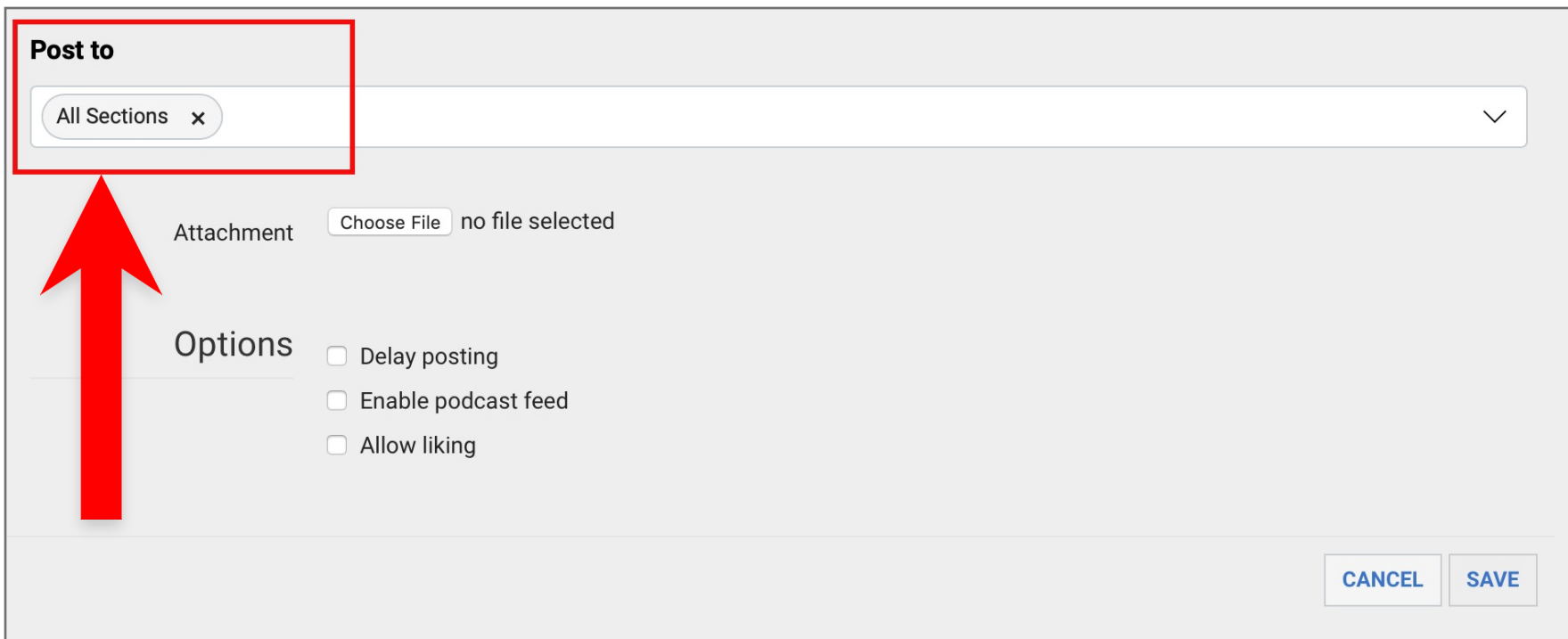


## Tips for Success!

If you need to embed a video, highlight the text you want to make a link. Click on the “Links” button and select, “external links”. Paste the link and select Done.

For more information on embedding and linking videos, check out using [Kaltura and My Media in Canvas](#).

**Step 6:** Leave the Post To setting as “All Sections”.



**Post to**

All Sections x

Attachment Choose File no file selected

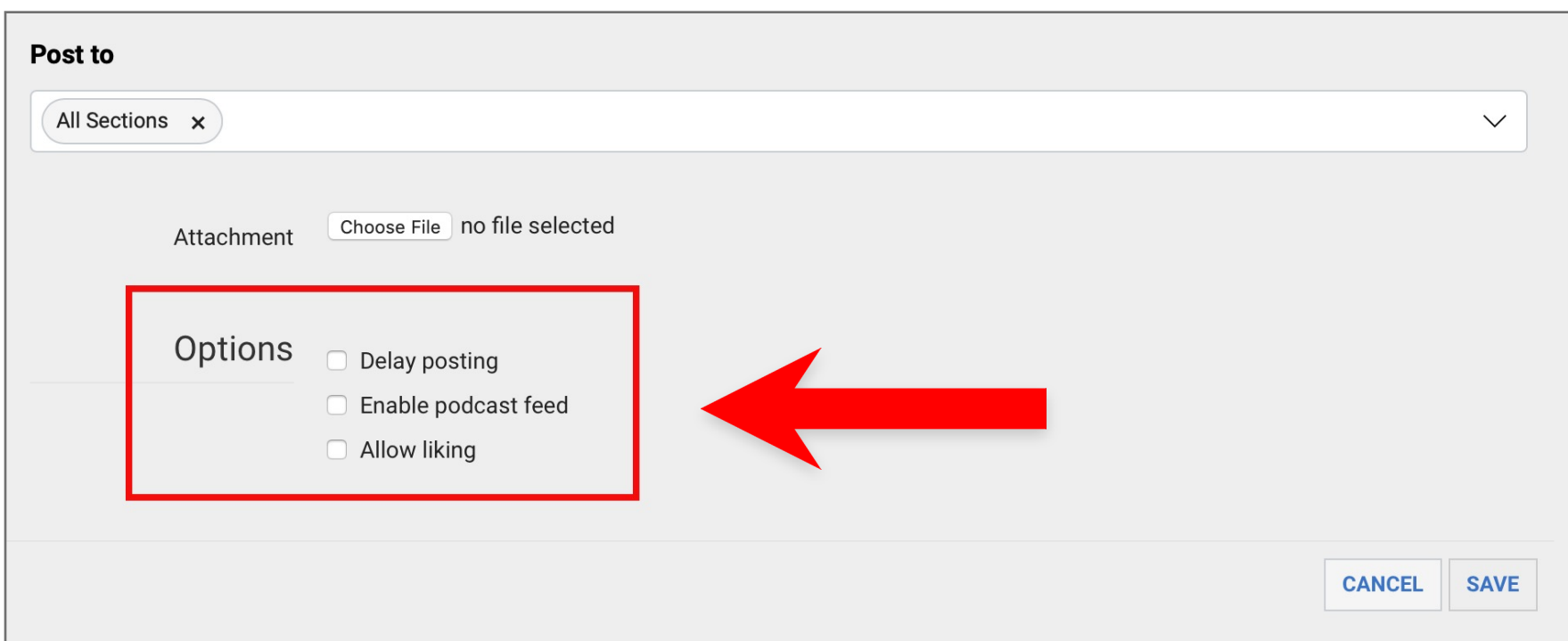
Options

- Delay posting
- Enable podcast feed
- Allow liking

CANCEL SAVE

**Step 7:** Leave the other Option fields “Enable podcast feed” and “Enable liking” unchecked.

*Note: In the Options below the Announcement, you can select “Delay Posting” to set a future date and time for an announcement.*



**Post to**

All Sections x

Attachment Choose File no file selected

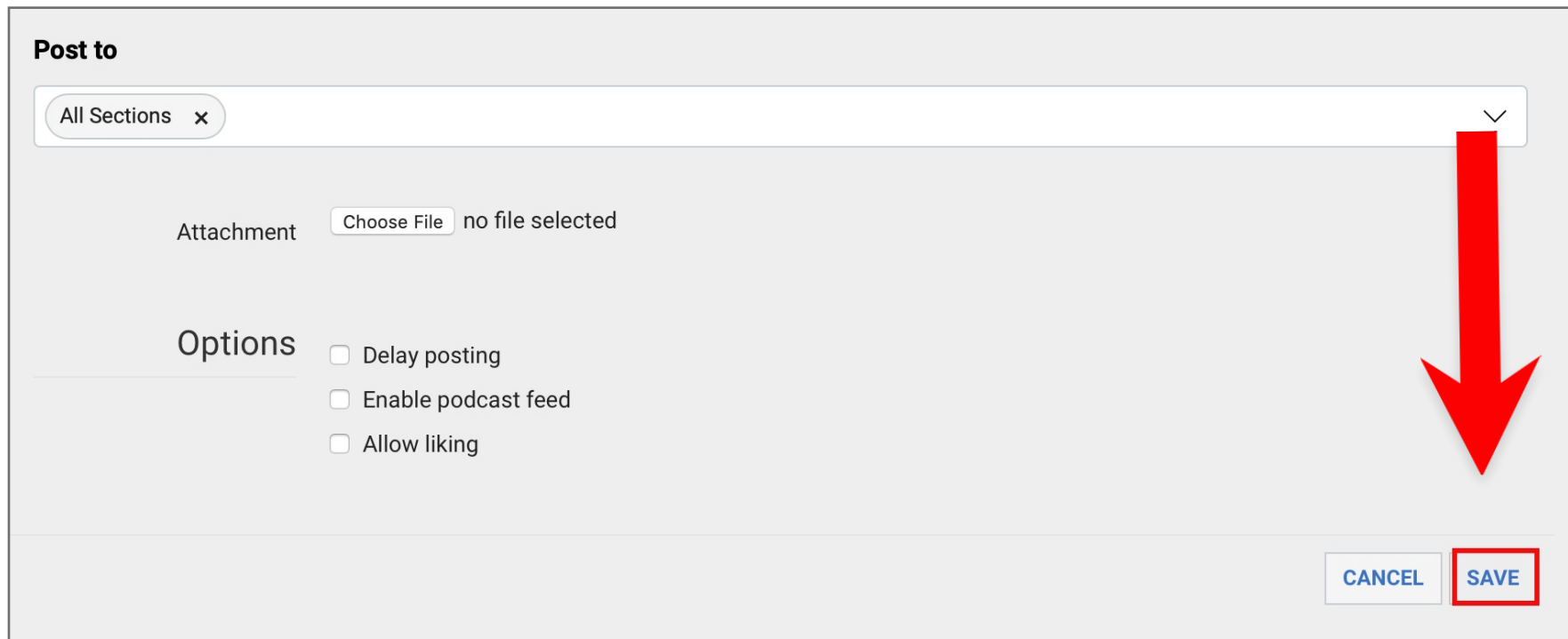
Options

- Delay posting
- Enable podcast feed
- Allow liking

CANCEL SAVE

**Step 8:** Click “Save” to post the announcement.

*Note: If you selected Delay Posting, the Announcement will save and post on the date and time you selected..*



The screenshot shows a 'Post to' form with the following elements:

- Post to:** A dropdown menu showing 'All Sections' with a close icon (x) and a downward arrow (v).
- Attachment:** A 'Choose File' button followed by the text 'no file selected'.
- Options:** Three checkboxes:
  - Delay posting
  - Enable podcast feed
  - Allow liking
- Buttons:** 'CANCEL' and 'SAVE' buttons at the bottom right. The 'SAVE' button is highlighted with a red border.

A large red arrow points from the top right of the form down to the 'SAVE' button.